

Message Text

UNCLASSIFIED

PAGE 01 BRASIL 06118 041403Z

ACTION ARA-14

INFO OCT-01 ISO-00 MMO-01 PER-05 /021 W

-----094719 041409Z /47

P 041315Z AUG 78

FM AMEMBASSY BRASILIA

TO SECSTATE WASHDC PRIORITY 8546

UNCLAS BRASILIA 6118

EO 11652: N/A

TAGS: AMGT

SUBJ: HIRING LIMITATION

1. EMBASSY HAS AN URGENT NEED TO FILL BRASILIA POSITION NUMBER ST-BRS-67, ADMINISTRATIVE ASSISTANT IN THE GENERAL SERVICES UNIT, RESPONSIBLE FOR AIRLINE TRAVEL PLANNING, ISSUANCE OF GTR'S, PROCESSING CUSTOMS CLEARANCE DOCUMENTS AND ISSUANCE OF GBL'S. CANNOT MEET HIGH DEMANDS FROM TRAVELERS PLUS HANDLING OF SHIPPING WITHOUT THIS KEY POSITION.

2. AUTHORIZATION REQUESTED TO FILL BRASILIA POSITION ST-BRS-48 (CLERK II) WHICH IS BEING REPROGRAMMED AS A GENERAL SERVICES ASSISTANT IN THE BUILDING MAINTENANCE SECTION. THE BUILDING MAINTENANCE SECTION, THE LARGEST ENTITY IN THE EMBASSY, GROSSLY LACKS SUFFICIENT ADMINISTRATIVE PERSONNEL WHO ARE BILINGUAL IN ENGLISH AND PORTUGUESE. THE PRESENT TWO BILINGUAL SUPERVISORY PERSONNEL CANNOT COPE ADMINISTRATIVELY ON A DAY TO DAY BASIS WITH LARGE AMOUNT OF WORK REQUIRED TO PROPERLY SUPERVISE 93 CONTRACT AND 8 FSL PERSONNEL IN ADDITION TO MAINTAINING 93 GOVERNMENT OWNED PROPERTIES, 10 US GOVERNMENT LEASED PROPERTIES AND THE CHANCERY COMPOUND. THESE RESPONSIBILITIES PLUS STATISTICAL REPORTING, MINOR NEW CONSTRUCTION AND THE MANY OTHER DUTIES AND REQUIREMENTS REQUIRED OF THE SECTION CREATE AN URGENT NEED FOR AUTHORIZATION TO FILL THIS POSITION.

3. EMBASSY REQUESTS AUTHORIZATION TO FILL POSITION ST-BRS-86,
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(CLERK III) WHICH IT PLANS TO REPROGRAM AS PERSONNEL SPECIALIST. BECAUSE IT IS RESPONSIBLE FOR ADMINISTERING APPROXIMATELY 300 LOCAL EMPLOYEES, EMPLOYMENT OF A TRAINED PERSONNEL SPECIALIST WILL ENABLE THE EMBASSY TO MORE EFFECTIVELY DEAL IN SUCH FIELDS AS POSITION CLASSIFICATION, WAGE ADMINISTRATION, RECRUITMENT, EMPLOYEE/MANAGEMENT RELATIONS AND LOCAL EMPLOYEE ADMINISTRATION IN GENERAL.

SARYE

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NNN

Message Attributes

Automatic Decaptioning: X
Capture Date: 01 jan 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 04 aug 1978
Decaption Date: 01 jan 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 jan 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
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Document Source: CORE
Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Expiration:
Film Number: D780319-0196
Format: TEL
From: BRASILIA
Handling Restrictions: n/a
Image Path:
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Legacy Key: link1978/newtext/t19780894/aaaadbhi.tel
Line Count: 63
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Litigation History:
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Office: ACTION ARA
Original Classification: UNCLASSIFIED
Original Handling Restrictions: n/a
Original Previous Classification: n/a
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Previous Classification: n/a
Previous Handling Restrictions: n/a
Reference: n/a
Retention: 0
Review Action: RELEASED, APPROVED
Review Content Flags:
Review Date: 29 mar 2005
Review Event:
Review Exemptions: n/a
Review Media Identifier:
Review Release Date: N/A
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
SAS ID: 1827292
Secure: OPEN
Status: NATIVE
Subject: HIRING LIMITATION
TAGS: AMGT
To: STATE
Type: TE
vdkgvwkey: odhc://SAS/SAS.dbo.SAS_Docs/9a811d68-c288-dd11-92da-001cc4696bcc
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